

NRC FORM 114
(5-00)
NRCM 4108

U.S. NUCLEAR REGULATORY COMMISSION

CAREER OPPORTUNITY ANNOUNCEMENT

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NONMERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE Secretary (OA)		ANNOUNCEMENT NUMBER 0250012	DATES: OPENING 11/13/01	CLOSING (Close of business) 11/30/01	EXPIRATION (For "Open Unit Filled" vacancies remove posting on this date)	
SERIES 0318	GRADE GG-06/07	KNOWN PROMOTION POTENTIAL TO GG-07	AREA OF CONSIDERATION		TYPE OF POSITION	
ORGANIZATION LOCATION Ofc. of Nuclear Reactor Regulation Prog. Mgmt., Policy Dev. & Planning Staff Resource Management Branch			<input type="checkbox"/> NATIONWIDE		<input checked="" type="checkbox"/> BARGAINING UNIT	<input type="checkbox"/> NONBARGAINING UNIT
			<input type="checkbox"/> WASHINGTON, DC COMMUTING AREA		<input checked="" type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME
			<input type="checkbox"/> REGION COMMUTING AREA		<input checked="" type="checkbox"/> PERMANENT APPOINTMENT	<input type="checkbox"/> TEMPORARY APPOINTMENT
			<input checked="" type="checkbox"/> OTHER NRC HQ		<input type="checkbox"/> INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING	<input type="checkbox"/> NOT TO EXCEED
DUTY LOCATION Rockville, MD		TRAVEL REQUIREMENTS None	NAME OF IMMEDIATE SUPERVISOR Leslie Barnett			

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED SF171 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 115, VACANCY APPLICATION STATUS NOTICE (NRC applicants only);
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
4. NRC APPLICANTS(ONLY); FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. OTHER (Specify):

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE.

NONBARGAINING UNIT POSITIONS ONLY. CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL.

DUTIES OF POSITION (If this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

Serves as Secretary (OA) performing secretarial and administrative duties to support the operations of the branch. Uses word processing equipment or other office automation systems to produce letters, memoranda, reports and other documents and performs other office automation functions.

QUALIFICATIONS REQUIRED (If the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

Candidates must have at least one year of specialized experience at the next lower grade level or equivalent.

SPECIALIZED EXPERIENCE is experience which demonstrates the knowledge, skills and abilities to perform a wide-range of secretarial and administrative duties.

RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

APPLICANTS MUST ADDRESS THE RATING FACTORS LISTED BELOW.

1. Demonstrated proficiency with microcomputer-based software applications, including WordPerfect Office (Wordperfect, Appointment Calendar, E-Mail, etc.).

(Example: Describe specific work experience and training which

CONTINUED ON BACK

FOR ADDITIONAL INFORMATION CONTACT

Darlene Mahoney Email: **DSM** Mail Stop: **O-3-E17A** TELEPHONE: **301 415-3022** AREA CODE: **301** NUMBER: **415-3022**

SEND APPLICATION MATERIALS TO:

<input checked="" type="checkbox"/> Human Resources Services & Operations Office of Human Resources	<input type="checkbox"/> Region I Personnel Officer	<input type="checkbox"/> Region II Personnel Officer	<input type="checkbox"/> Region III Personnel Officer	<input type="checkbox"/> Region IV Personnel Officer
U.S. Nuclear Regulatory Commission Washington, D.C. 20555	U.S. Nuclear Regulatory Commission 475 Alleghale Road King of Prussia, PA 19406	U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23785) Atlanta, GA 30303	U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532	U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011

CAREER OPPORTUNITY ANNOUNCEMENT
(Continuation)

		PAGE	OF
ANNOUNCEMENT NUMBER	OPENING DATE	CLOSING DATE (close of business)	EXPIRATION DATE (For "Open Until Filled" vacancies, remove posting on this date)
0250012	11/13/01	11/30/01	

RATING FACTORS - CONTINUED

demonstrate your knowledge of and ability to utilize the features of Wordperfect Office, and any other office automation tools. What specific software have you used (e.g., LOTUS, Access, Harvard Graphics) and for what purposes?)

2. Knowledge of proper grammar, spelling and punctuation sufficient to prepare and review outgoing material for correctness, proper format and completeness.

(Example: Describe specific work experience, education and training which demonstrate your knowledge of proper grammar, spelling and punctuation. Describe specific work experience that requires you to apply your knowledge of correspondence procedures. What is your role in ensuring that outgoing documents are correct and in the proper format? What types of documents do you routinely prepare and originate?)

3. Demonstrated ability to provide administrative support in a variety of areas (time and attendance reporting, action item tracking, travel, etc.).

(Example: Describe specific work experience, training and developmental assignments which demonstrate your ability to apply policies and practices pertaining to office procedures, such as time and attendance and travel. Describe your experience with action item tracking systems. What were your duties and responsibilities? Describe your experience establishing and maintaining office files. Describe specific instances where you have initiated and developed new office procedures to improve the efficiency of your organization. Describe the types of groups you have supported and for what purposes.)

4. Demonstrated ability to work efficiently in handling multiple assignments with competing priorities, often under considerable pressure to meet deadlines.

(Example: Describe specific situations that required you to work under stressful or adverse conditions (field assignments, competing priorities, tight schedules, deadlines, etc.)

5. Demonstrated ability to deal tactfully, efficiently and professionally with all levels of personnel.

(Example: Describe the various levels of individuals you interact with and for what purposes. Provide examples of specific assignments which required you to work as a lead secretary or within a team environment. What was your role? What techniques do you use to develop effective working relationships?)

CONTINUED ON NEXT PAGE

CAREER OPPORTUNITY ANNOUNCEMENT
(Continuation)

PAGE OF

ANNOUNCEMENT NUMBER	OPENING DATE	CLOSING DATE (close of business)	EXPIRATION DATE (For "Open Until Filled" vacancies, remove posting on this date)
0250012	11/13/01	11/30/01	

RATING FACTORS - CONTINUED

NOTE: Breadth, recency, and length of experience in the field; training, awards and commendations; past and current performance; and community or outside professional activities will be reviewed as they relate to each of the above factors to determine the level of knowledge, skill or ability of candidates.

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.